

50-271

SECURITY DEPARTMENT CONTROLLED DOCUMENT TRANSMITTAL FORM

[ X ] CHANGE [ ] COPY [ ] RESCISSION [ ] CANCELLATION

SECTION I

- PSP
- T&Q PLAN
- COMPUTER MANUAL
- PROCEDURE MANUAL
- SSI MANUAL
- REVISED PROCEDURE FORMS ATTACHED
- AUTHORIZATION LIST
- SECURITY POST ORDER

TO: USURC Doc Cont Desk  
 CONTROLLED COPY NO: 30  
 CHANGE NO: 31  
 ISSUE DATE 03/21/01  
 REV (IF APPLICABLE): 31  
 CANCELLATION DATE: \_\_\_\_\_

INSTRUCTIONS: [ X ] Attached is the document indicated above.

1. For a change:

- a. Follow posting instructions in Section III of VYDPF 0852.01. Post page 2 of VYDPF 0852.01 in front of the controlled document.
- b. Review the revised material, and ensure those who use or have access to the material are aware of the changes.
- c. If new forms are attached, ensure all obsolete forms are destroyed and new forms are used.
- d. Destroy all superseded pages. Any pages marked "Safeguards Information" must be destroyed IAW AP 0833, Control of Safeguards Information.
- e. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA.

2. For a copy:

- a. The recipient is assuming custody of the document, and is aware of the need to handle Safeguards Information IAW AP 0833.
- b. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA.

3. For a rescission:

- a. The assigned holder no longer needs the subject document and has rescinded custody.
- b. Sign Section II Page 1 of VYDPF 0852.01 and forward along with the rescinded document to the STA. Signature indicates the assigned holder has rescinded custody of the document.

4. For a cancellation:

- a. The subject document is no longer valid and should be destroyed.
- b. Sign Section II Page 1 of VYDPF 0852.01 and forward to the STA. Signature indicates document has been destroyed.

Transmitted by: Joanne Wojchick Security Technical Coordinator  
 Name Title

SECTION II I have: [ ] posted the change [ ] assumed custody [ ] rescinded custody [ ] destroyed cancelled document

\_\_\_\_\_  
 Signature Date

**ATTACHMENT CONTAINS SAFEGUARDS INFORMATION. UPON SEPARATION, HANDLE THIS PAGE AS CONTROLLED**

VYDPF 0852.01  
 DP 0852 Rev. 6  
 Page 1 of 2

\* IK53  
 1/A  
 Rec'd w/out letter

SECURITY DEPARTMENT CONTROLLED DOCUMENT TRANSMITTAL FORM (Continued)

SECTION III -  Change Posting Instructions

- PSP
- T&Q PLAN
- COMPUTER MANUAL
- PROCEDURE MANUAL
- SSI MANUAL
- REVISED PROCEDURE FORMS ATTACHED
- AUTHORIZATION LIST
- SECURITY POST ORDER

TO: USURC Doc Cont Desk  
CONTROLLED COPY NO: 30  
CHANGE NO: 201 31  
ISSUE DATE: 02/21/01  
REV (IF APPLICABLE) 31

Remove and destroy the following pages: *Entire Physical Security Plan Rev 30*

Remove and destroy the old index.

Insert the following pages: *Entire Physical Security Plan Rev 31*

Insert the new index.

Annotate the Record of Changes in the front of the document or manual.